

**LICENSE REPRESENTATIVE***Class Definition*

Under supervision, locates and contacts individuals and business establishments to ensure compliance with various City business taxes, room taxes, and permit requirements.

*Distinguishing Characteristics*

License Representative is a journey level class in the Revenue Division of the Finance Department. Incumbents ensure compliance with relevant City regulations pertaining to business taxes, business permits, and room taxes. Incumbents exercise independent judgement within established guidelines while carrying out inspections of business establishments, investigations of possible noncompliance with City regulations, and collections of business taxes and permit fees. License Representative is distinguished from the Utility Services Representative series in that incumbents of the latter are responsible for starting and stopping water service, and establishing a basis of cost therefore, and field collections for delinquent City utility bills. License Representative is also distinguished from Revenue Supervisor in that the latter is the first-line supervisory level.

*Typical Tasks*

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Contacts businesses and other entities to determine compliance with regulations associated with business taxes, room taxes, and business permits.

Performs required inspections to ensure compliance with Municipal Code provisions regarding taxi cabs.

Collects business taxes, permit fees, and room taxes.

Advises the public of business taxes, room taxes and permit regulations and assists them in completing forms and applications.

Reviews business tax and permit applications and room tax returns for accuracy, completeness and promptness of payment.

Reviews annexation records, newspapers and other documents for information on new businesses.

Reviews financial records of bingo establishments for accuracy and conformance to Municipal Code provisions.

Performs related duties as required.

*Knowledge, Abilities and Skills*

Knowledge of the geography of the City, including the location and layout of streets.

Knowledge of business English, spelling and arithmetic.

Knowledge of the principles and practices of bookkeeping and accounting.

Knowledge of modern office practices and procedures.

Ability to interpret and apply municipal ordinances to specific situations.

Ability to enforce regulations with perseverance, tact and firmness.

Ability to establish and maintain an effective working relationship with co-workers and the general public.

Ability to make operating decisions independently in accordance with departmental policies and procedures.

*Minimum Qualifications*

Completion of twelve (12) semester units of accredited college or university coursework in accounting and one (1) year of experience in credit or financial investigative work. An additional year of qualifying experience may be substituted for the required education.

*Necessary Special Requirement*

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_

Director of Personnel

DATE: \_\_\_\_\_

MR/LC/jl/11/13/90  
+468/SPEC6